



JOB ANNOUNCEMENT

OFFICE ASSISTANT (TYPING)

Permanent, Half-time Position

Eureka Office

Join the small, select staff of the Coastal Commission located in a newly opened office in Eureka. The new North Coast District office is responsible for the protection of coastal resources in Del Norte, Humboldt, and Mendocino Counties. The work is stimulating and often fast-paced. Meeting deadlines is essential.

DUTIES: Answering and referring telephone calls. Assisting permit applicants. Logging in and receiving applications for coastal permits. Office filing, including lifting boxes averaging 35 lbs. Typing correspondence. A desire to maintain good relations with the public is critical. Computer and word processing skills are also required.

ELIGIBILITY: Current state employees at the Office Assistant (Typing) level, or employees in a transferable class. Eligibles on an Office Assistant (Typing) list are encouraged to apply. SROA candidates will be considered. Applicants must clearly indicate the basis for their eligibility (SROA, surplus, transfer, reemployment status or list eligibility in Box #1 on the State Application). Computer and Word Processing skills are desirable.

CONTACT/FILING: Submit a standard State Application (Form #678) to:

Personnel Office
California Coastal Commission
45 Fremont Street, Suite 1900
San Francisco, CA 94105-2219

Telephone Inquiries to (415) 904-5430

FINAL FILING DATE: Open until filled

Note: Applications will be screened and only the most qualified will be interviewed. Individuals scheduled for an interview will also be scheduled for a typing test unless they already possess a valid State typing certificate for 40 or more wpm.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD FOR THE HEARING IMPAIRED (415) 904-5433
